**Job Description for Network Administrator**

The Town of Abingdon, Virginia is seeking qualified applicants for the position of Network Administrator. This position includes duties in, analysis, design, implementation, maintenance and operations of all town Information Technology Networks. The duties include tasks that are common to all applications and systems.  This position will assist in the processes of:

- Network development.
- Switching and Routing.
- VPN development and management.
- Virtual Servers, VMware.
- Firewalls and Security.
- Wi-Fi and Wireless Mesh Technology

This position operates under the guidance of the Director of Information Technology.

**Position Description:**   The Network Administrator is expected to give professional support and advice regarding the decisions of all network development.

- Configuration and installation of network equipment to standardize the town's environment.
- Tracks significant problems, monitors performance, and performs upgrades to network hardware and systems as required.
- Participates in long and short range technology planning.
- Will participate in new technologies initiatives and engineering to advance and optimize the network.
- Will work as a collaborative team to trouble shoot.
- Maintains documentation regarding network configurations, procedures, and service records relating to network hardware and changes.

**Functional/Industry Knowledge:**

- Experience with network environments to include design, configuration, management, monitoring, and support.
- Installs and configures network tools for network monitoring and management.
- Self-starter who takes initiative to get tasks done.
- Ability and willingness to multi-task and work in an often high-pressure environment with deadlines.
- Manage time effectively with minimal supervision.

**Technical Skills:**

- Experience with infrastructure is helpful (Fiber Optics, Copper).
- Microsoft Servers, desktop OS and Linux Operating Systems.
- Switching:  Cisco, Hewlett Packard, and other Brands.
- Routing technologies.

**Education / Certifications**:

- B.S. in Computer Science or related field and Certifications (Cisco, Microsoft, and CompTIA.)

**Compensation**

- **Salary –$50 - $60,000 based on experience and qualifications.**
- **Full Time Benefit Package (Insurance (medical and life), PTO, Retirement, Paid Holidays.**

**The Town of Abingdon, Virginia is an Equal Opportunities Employer**